

## **How To Face Interviews And Prepare For Examinations: A Complete Guide To Students For Achieving Excellence**

Do You Feel That In Spite Of Working So Hard You Do Not Get Desired Results?

Do You Feel That There Are Students Who Hardly Work And Walk Away With Much Better Marks Or Grading?

Do You Feel Nervousness While Preparing For Examinations Or Interview?

Do You Want To Know Guru Mantra For Excelling Without Sweating It Out?

Do You Want Tips For Preparation For Examinations?

Do You Want To Know How You Should Answer In Examinations?

Do You Want To Know All You Wanted To Know For Achieving Better Concentration?

Do You Want To Work Smartly And Come Out With Flying Colors?

Do You Want To Fight The Stress, Which You May Be Facing?

Do You Want To Know All About How To Face An Interview?

Do You Want To Know About The Body Language To Be Used While Facing An Interview?

Do You Want To Know All About Group Discussions And Likely Topics?

Do You Want Vaastu Tips For Enhancing Your Powers?

And Lot More And More About All, Which You Wanted To Know...

If Your Answer Is Yes To Any Of Above Questions Then This Book Is For You.

A Brief Of The Book Is Presented In The Form Of Table Of Content And First Two Pages From Each Chapter. You May Like To Go Through It.

A Must Have Book For Students Of All Age Group And Disciplines.

**Not Convinced Yet: See What It Contains, How Rich Is The Content And Provides One-Stop Solutions To All Your Student Life Problems.**

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**Not ready yet to buy this book: Let me introduce this book to you: -**

# Introduction

Success can only be achieved with total focused, dedicated and sincere approach towards the goal. The sight of goal should never fade off and one should not give up in case of initial setbacks. The goal could be short term or long term. As a student your long-term goal is to get success in life, which may be through a highly rewarding and satisfying job for most of the students.

In order to achieve your long-term goals you have to set various short-term goals for your self, which could be securing admission into a good college of reputation followed by achieving good grading at the University Examinations. And finally, securing a good job in a reputed company. All these short-term goals are basically linked and serve as a ladder to achieve your final goal. You have to do the goal setting exercise very carefully and after having done that you have to get on to work to achieve the very first and immediate goal with complete dedication and energy however small it may be. An initial failure and setbacks should be taken in stride and one should not get disheartened. I would like to quote one very popular story here.

**King Robert the Bruce-I** was born at Lochmaben Castle in 1274. He was Knight and Overlord of Annandale. In 1306 he was crowned King of Scotland and henceforth tried to free Scotland from the English enemy.

After being defeated at a battle, Bruce escaped and found a hideout in a cave. Hiding in a cave for three months, Bruce was at the lowest point of his life. He thought about leaving the country and never coming back.

While waiting, he watched a spider building a web in the cave's entrance. The spider fell down time after time, but finally he succeeded with his web. So Bruce decided also to retry his fight and told his men: **"If at first you do not succeed, try, try and try again"**.

Here I will like to give you a word of caution, trying again and again and again is not guaranteed to give you desired results. Once you try it should be with full dedication and sincerity and you must put your hundred percent effort in that only then you will succeed. It will not be out of context if I quote a story about Arjun from Mahabharat, the great Indian epic.

Ashwatthaamaa (Son of Drone, the Guru) was very jealous of Arjun because his father used to love him very dearly. He thought thought he was Drone's son but Arjun was getting his father's whole love. So one day Ashwatthaamaa asked his father - "May I ask you one thing?" "Yes, why not, ask son what do you want to ask...?" He asked - "You love Arjun most, why?" Drone said - "You are my son because God created you as my son, but I myself accepted Arjun as my disciple. This is Gurukul, not the courtyard of your house. Nobody else other than you has any right on the courtyard of our house even today. But in Gurukul he will have the maximum rights who will be the best disciple. And Arjun is my best disciple. Arjun is that Nar (human being) because of him we will meet Naaraayan (God)."

Ashwatthaamaa said - "How did you decide that Arjun is your best disciple without taking any test," Drone said, "We can do this also for your satisfaction only."

So one day Drone set up a bird on a branch of a tree and called all princes one by one to pierce it's eye. He asked the

same questions from everybody. First he called Yudhishtir and asked him to aim it "What do you see?" Yudhishtir said - "Prithvi, sky, tree and bird." Then he called Duryodhan and asked - "Aim it, what do you see?" Duryodhan said - "I see the bird hidden behind leaves." He moved him from there and called Ashwatthama and asked - "Aim it and what do you see?" Ashwatthama replied - "I see your feet, tree and bird hidden behind leaves."

All were moved from there and Drone called Arjun in the last and asked the same questions "Aim it. What do you see?". Arjun said - "I see only the head of the bird." Drone asked "And now?" Arjun said - "And now I can see only one eye of the bird." Drone said - "Whoever archer sees anything other than his aim, he cannot aim it and shoot it. So to be a god archer it is necessary to concentrate only at your aim, then only you can shoot at your aim. A good archer must not see anything else than his aim."

Seeing this Ashwatthama asked Guru's forgiveness. Drone said - "Ashwatthama, You are the light of my life. It is not good to be jealous with others, because jealousy eats a person like termites. Drone's heir is you, but the best disciple of Drone's Gurukul is this Arjun."

Having a clear goal, concentration, faith in self, determination etc are prerequisites for excelling in any field of your choice. In a similar way for a college student the immediate field where he needs to excel are his studies. Any likely future employer would positively look at your grade card before he calls you for a meeting with him and your salary will depend, to a great extent, on your qualifications, college grades and your overall personality. Your aim right from the point of entry to college should be to have reasonably good grading and an over all developed

personality. The reasonably good grading will be the first requisite for you to get a call letter and thorough understanding coupled with over all good personality will ensure your success in the Job Interview.

**Let us discuss it in more detail.**

What are the factors that will lead us to the success? First of all a right frame of mind and right approach is necessary and not only hard work will lead you to success. Don't you think at times that there are people around you who hardly work and still they do much better than you do? What is the difference? Why can't you do it? You also could do that provided you work in harmony with nature and use the natural powers and instincts that it has given you properly, judiciously and to your advantage.

Nature has ensured that each one of us is gifted with all these powers and instincts to fair amount. What is required is a little refinement and practice to sharpen these and use these at proper time and in right direction. What is more important is using these to your full advantage and not to your disadvantage. At times we use these not in line with the goals we have set for our selves and thus do not get desired results in spite of having enough potential. In order to succeed you have to pay attention to following points: -

- Developing right frame of mind, developing right attitude and staying motivated.
  
- Working smart and not hard.
- Using power of Believing in self.
- Achieving Concentration.
- Overcoming stress.
- Improving Communication skills.

- Ability to use the magic of Vaastu to harness natural flow of energy to your advantage.

Here in this book we are going to concentrate on each of these topics and will give you certain exercises also which you could do at your convenience to get maximum advantage. It is important that you do practice the exercises and not just read.

Finally I have given one chapter on how to face interview, use of positive body language during the interview and how to conduct yourself in a Group discussion in order to prepare you well and come out with flying colors.

**Not ready yet: See the Role of Frame of Mind, Attitude and Motivation in chapter one...**

# Chapter 1

## **Role of Frame of Mind, Attitude and Motivation**

It is important to have right frame of mind, attitude and to stay motivated till the time you achieve success in whatever field you want. It applies to your studies too.

### **Having Right Frame of Mind**

Have faith in yourself. If you think you cannot do a particular task, you can never do it just because you do not give a try to it and even if you try, you do not give it your best. Just remember if someone else can do it you can also do it and probably can do better than him. It is all in our mind. You have to have faith in yourself, in your abilities and you will find that nothing is impossible. I will give you an example to illustrate. One young fellow from a small city had joined military and was undergoing training. One day he was punished by his instructor for some mistake that he had committed. He was asked to do ten rounds of the parade ground with rifle up on the arms. The parade ground was too big with about one kilometer of perimeter. He just could not believe that some body could do it and exclaimed, "No it is not possible to do ten rounds for me and in fact no body can ever do it." The instructor asked what was his number. "Thirty thousand and fifty five sir" came the reply. "If thirty thousand and fifty four guys before you could do it why you cannot do it," shouted the instructor back. To his amazement that boy did it, though, with lot of difficulty and short breaks in between but point is that he did it finally. The problem was in his mind. He

never imagined that some body could do it. Once that got resolved he did not have any problem. Do not get bogged down by your exaggerated fears of failure, which are often imaginary.



**If body strength was a limitation, how could ants lift weight ten times their body weight?**

**Use of Power of Autosuggestion:** Often our mind does not accept certain ideas and limits

Continued....

Not ready yet: See the role of working smart to achieve the grade that you want in next chapter.

# Chapter 2

## **Work Smart and not hard for excelling in examinations**

You can improve your results and grades to a great extent by studying and attempting examinations smartly. I define smart work as the **right amount** of work done at **right time**, in **right amount** and in **right direction**. As you can see in the picture below even if you want to plant a sapling you have to select the right time, right season, right amount of water and manure and also right timing of its application. If you do not do it in right amount and at right time and that too not in right direction, it may not survive at all, even if it survives, it will not be healthy.

Almost same applies to your studies and examinations. You must have noticed that at times you are studying but nothing goes into your head. Even if it goes to your head you are not able to remember it, say, after fifteen days and are struggling to solve same problem again which you had already solved once. Even if you remember and are able to write in examination correctly you probably got less marks compared to your friend, who learnt that problem from you, for reasons not known to you.

I remember number of cases where students study in a group and the student who had taught every body does not do so well in examinations while the students, whom he has taught, do much better than him. Why should it happen? Answer is very simple! To achieve success in examinations

first step is to know, second is to remember and finally ability to convey it in examination effectively and meaningfully, whether in writing or verbally, is important.



**Can you plant a sapling at any time of season and at any time of the day? Will it survive when you plant it under full sun?**

### **Is it really as simple as that?**

Yeah.....provided you have used the right kind of skills required for it. Most of you already possess those skills but do not use these to their full potential. What is required is to identify and sharpen these. These are: -

- Using time judiciously and multiplying available time.

- Getting most from lectures.
- Effective use of memory.
- Handling examinations effectively.
- Choosing right answering techniques.
- Identifying your Strengths, Weaknesses, Opportunities and Threats (SWOT) and using these to your advantage.

**Using time judiciously and multiplying available time**

Time has three phases, the past, the present and the future.

Continued....

Not ready yet: See the role of Power of Believing and Positive thinking

# Chapter 3

## Power Of Believing and Positive Thinking

### Power of Believing

We have all been told or have heard at some point in our lives that if you truly believe something and have faith that it will happen then it really will happen. There are those who are living examples of this concept, and they are the ones who truly practice believing and have tremendous success. I may quote Bill Gates as living example of this.

Most scientists who have examined the power of prayer and how beliefs impact a person's health agree that a person who believes they are sick and going to die will not fare as well as someone who believes he or she can recover and will survive. The latter usually go on to live a healthy lifestyle. Today various health camps and even doctors are teaching patients the power of positive thinking and how their beliefs will impact their chances of survival.

Since the turn of the Century (2000 and forward) researchers have begun to take a closer look at the impact that the state of a person's mind may have on his health and life. Those who have completed their studies have found that what we think and the state of our mind both have a direct impact on our life, reality and health. For example, a person who is constantly stressed, spends little or no time meditating, has a negative or bleak outlook on life is more prone to sickness, will have an unhealthy

lifestyle and is more likely to be in an unstable relationship. A person who takes time to meditate, has a positive outlook and believes he or she can and will cope up with the situation that he is in, is more likely to be in better health, look younger and will have more positive fulfilling relationships. So how does what we believe impact our lives.



**It is accepted and observable fact that a person who offers prayers for his wellness stays well, healthy and for longer life span.**

Continued.....

Not ready yet: See the role of Concentration in next chapter

# Chapter-4

## Power of Concentration

**Role of Concentration:** Success is assured when you are able to concentrate for you are then able to utilize, for your good, all constructive thoughts and shut out all the destructive ones.



**How do you think a Kung Fu fighter acquires so much strength? Answer lies in power of concentration**

Do you remember how a magnifying glass could burn a piece of paper when the rays of the sun were focused through it? The fire could start only when the rays were concentrated to a small point. When the magnifying glass was moved too far away or too close, the rays were not focused and nothing happened. This experience demonstrates the tremendous power of concentration.

Concentration can be described as focused attention, the ability to pay attention to one single thought or subject to the exclusion of everything else, and as one pointed mind. There are numerous examples of use of this power people have been able to move small objects by concentrating on them. The most famous example from Indian history is that of Tansen who could bring rains by singing Raga Malhaar. It is also said that he could create fire by singing Raga Dipak. This could have been possible only with use of intense concentration powers.

When our mind is focused it does not dissipate energy on unnecessary activities. Developing concentration is essential to anyone who aspires to take charge of his life. It is required in order to succeed in all walks of life. Without it our efforts are dissipated, but with it we can accomplish a great deal.

Concentrating on your activities makes you perform them better, faster and successfully. Focusing on work makes work more efficient. A better concentration makes studying easier, understanding faster, and improves the memory. It helps us to focus on our goals and achieve them more easily.

When this ability is developed, the mind obeys us readily, and does not engage in useless dissipating thoughts and worries, and we experience true peace of mind.

Concentration, which is actually mastery over mind, is also a very important tool in practicing meditation, about which we will talk in later chapter. Without it the mind just jumps restlessly from one subject to another.

Continued...

not ready yet: See the role of Communication Skills in next chapter

# Chapter-5

## Communication skills

Have you read the story of the jackal that fell into the washer man's tub and was colored blue? Here I narrate it for you if you have not heard it before.

Once upon a time there lived a jackal that once strayed into a city in search of food. He was hungry and was being chased by a group of dogs. He accidentally entered the house of a dyer and fell into a vat of indigo (blue), and was stained blue from head to toe. When he escaped from the house back into the forest, all animals were surprised at his appearance and could not place its identity. Taking advantage of the situation, the jackal decided to play the situation to his advantage. He proclaimed that he was Fierce Owl, sent by the king of Gods, Indra, to earth to guard the forest.



**The Story of blue Jackal**

guardian of the bedchamber and the elephant was made the doorkeeper. He then drove all the jackals out of sight from the forest for fear of being recognized. The animals would hunt food and bring it to the self-proclaimed king and the king would distribute the food to all equally just as a king would do. So he was leading a life of luxury.

One day a herd of jackals were passing by, howling to their glory. Unable to control his natural instinct, Fierce Owl showed his natural voice and howled at the top of his voice. Hearing this howl, the animals realized that they had been fooled by a jackal and killed the jackal instantly. Had he not opened his mouth with out giving proper thought, he would not have been killed.

No body knows what you are till the time you communicate with them. Your success or failure is entirely dependent on what impression you leave on others when you communicate with them.

Communication can be categorized as verbal and non-verbal. Even your gestures and body language can speak a lot and will be discussed in a later chapter. Here we will be talking about the first type and we will broadly discuss the skills about which you, as a student, are more concerned about. Being an effective communicator takes real skill. Communication skills have to be developed, honed and added to as an on-going basis. They are the heart of interpersonal skills and the greater your awareness of how it all works, the more effective your communication will be.

## Non-verbal communication



Effective communication essentially consists of verbal communication supplemented by non-verbal communication.

Continued.....

Not ready yet: See how can you fight stress in next chapter

# Chapter-6

## Stress: Fight the Silent Killer

### What is Stress

Coming examinations, giving a presentation or seminar, admission to a new college, unfriendly and hostile classmates, or could be a tight deadline to complete a project work or even a difference of opinion? Do these make you edgy, give you sleepless nights, makes you question your faith in yourself and often make you wish this was not happening? Then you are a little under stress, that is all about it.



**Do you feel like blasting off whole world at times...  
You are under stress and need to fight it.**

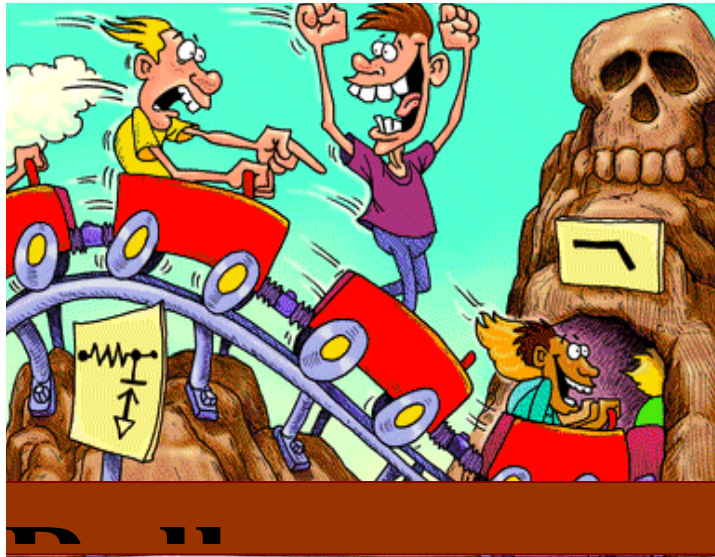
Defined as any interference that disturbs a person's health, mental and physical well being, stress occurs when the body is required to perform beyond its normal range of capabilities. It is also known as the non-specific responses of the body to any demand. The term stress is often used to denote tension or anxiety. If managed well, stress can work in a positive way. But if managed badly, it can be a killer. Stress can be best understood on a subjective level, as any change that makes a person feel uncomfortable physically or emotionally.

Different people are stressed by different situations, depending on their attitude to it. Certain types of personalities are more prone to producing extreme reactions to stress. Your personality type will determine how stress prone you are. Everybody responds differently to a potentially stressful situation. Some are able to deal with it and take things in their stride, while there are others who cannot handle it and breakdown. Your reaction to stress will depend on your background, upbringing and circumstances. The way you react to a situation is based on your personal disposition.

### **Causes of Stress**

Believe it or not, but stress begins at your doorstep. A challenging situation, difference of opinion, high expectations, death or sickness of a loved one or even lack of proper sleep all contribute in some little way to put you under stress. Stress can be caused because of personal, economic, social or religious causes which can be controllable to a great extent or it can be because of situational or external factors or events that may not be directly controllable.

**Personal Factors:** Factors that can cause stress include personality characteristics and coping skills, expectations from family and others, eating and sleeping habits and rigidity. If you have sudden unplanned expenses, which you want to hide from your Dad, you could be under stress due to economic reasons.



**Stress can be caused due to various reasons. What can be fun may probably cause stress to you.**

Continued.....

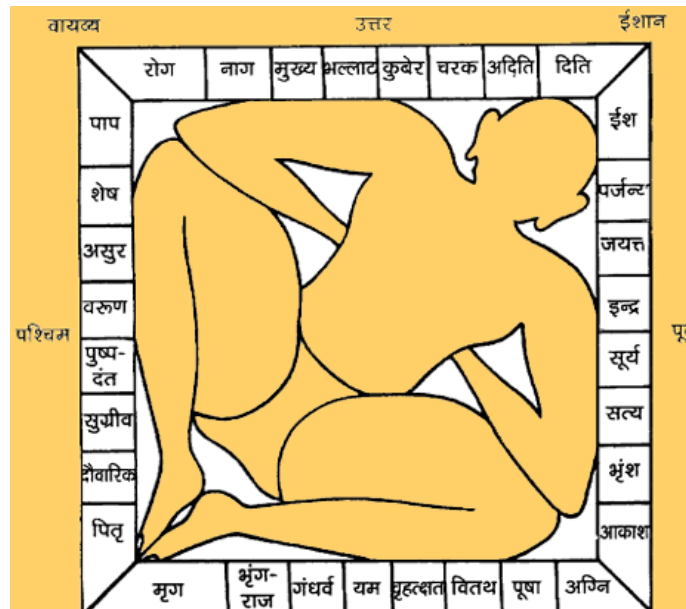
Not ready yet: See how can you Vaastu, the natural powers to your advantage in next chapter

# Chapter-7

## Enhance your Powers with Vaastu

### The Basics

Though science of vaastu existed since ancient times, its importance has been re-emphasized only in modern time. Vaastu offers a very powerful tool for enhancing the effect of good natural powers and at the same time negating effects of the bad powers.



**Vaastu is ancient Indian science, which uses the good natural powers to your advantage.**

Vaastu is the science of directions that combines all the five elements of nature namely The Earth, Water, Air, Fire and Space and balances them with the man and the material. Vaastu Shastra is creating a congenial settings or a place to live or work, in most scientific way taking advantages of the benefits bestowed by the five elements also called "**Paanchbhootas**" of the nature thereby paving the way for enhanced health, wealth, prosperity and happiness in an enlightened environment. The world comprises of these five basic elements known. Out of the nine planets, only our planet has life because of the presence of all these five elements so your body is nothing but a creation by god by using these five elements in harmony with the nature. These elements can effectively be used either in harmony with the nature to enhance your powers or in conflict with the nature to completely destroy your abilities.

### **Vaastu Advice For Study Room**

A study room should be such that the person studying there can put his full concentration and is helped by the natural powers to do so. If he does not position himself properly and does not choose the layout of the room and the furnishings in the room correctly and scientifically then he will not able to concentrate properly, will not be able to sit there for long and will feel uncomfortable. The key is to use the natural powers to your advantage and negate the bad effects of the powers, which they may otherwise have. One has to take care of the following points while selecting and laying down the study room: -

- Proper location of the study room in the house, the direction of the Entrance.
- The direction & placement of the study table.
- The direction to face while studying.

- The direction & placement of the bookshelf.
- Lighting arrangement of the room.
- The things to be kept in the study room.
- The color scheme of the room.



**Study room should not be a place where you feel suffocated and uncomfortable. It should be personalized for you to your liking**

Continued.....

Not ready yet: See how can you prepare to face the interviews and come out with flying colors in next chapter

# Chapter-8

## Facing the job Interview

### How to Ensure call for Interview

It is a very tough job market now days. You have to have additional skills, or in other words you have to differentiate your self from others, to be successful. A little careful study and practice will give you an edge over the others and you will come out with flying colors. There are basically three steps to follow before you get final appointment letter in your hands. Most of good companies will follow these steps, however, a few could skip one or two to save their time and cost.



**You have to pick up right instruments to ensure your success**

**First step:** The very first step for getting a job is to be able to get a call for personal interview from prospective employer. Your record till date, and how you present it in the CV will get you noticed among the crowd. Be sure that your CV is written properly and is impressive. You may like to take expert help for writing the CV, which should highlight your skills and achievements. Few salient points for writing a CV are given here.

### **Writing a Catchy CV**

**What is a CV for?** A CV or resume is quite simply an advertisement to sell yourself to a prospective employer. The purpose of your CV is to make you attractive, interesting, worth considering to the company and so it helps you to get short-listed for interview or the written test.



**If you want an interview call, it should impress person reading your CV.**

An employer may have several hundred enquiries about a single job; he or she will choose only a few people who appear suitable for interview. Therefore, your CV must be as good as you can make it.

**Your CV Basic Characteristics:** It should be designed to differentiate you from rest of the crowd for that it should have following characteristics: -

Continued.....

Not ready yet: See the how to get success in Group interviews in next chapter....

# Chapter 9

## Group Discussions

Group Discussion is an important part of the selection process where employers evaluate the candidate's potential to be a leader and also the ability to work in teams. Groups of 8-10 candidates are formed into a leaderless group, and are given a specific situation to analyze and discuss within a given time limit, which may vary between twenty minutes and forty-five minutes.

They may be given a case study and asked to come out with a solution for a problem. They may be given a topic and are asked to discuss the same.

**What is being tested?** You will have to be able to understand the other person's point of view while making your point and ensure that your team as a whole reaches a win-win situation. The group discussion is a test of your interactive skills and how good you are at communicating with other people.

The objective of a group discussion is to mainly check your team playing skills because as a manager, you will be working in organizations with people and your efficiency will be measured from the output of the team, which you will be leading. Leading means getting best out of the individuals whom you command. There are number of skills which will be put to test. Most often people get

misguided and think that you will be judged by how much do you speak and therefore just be cautious to speak and try to take initiative to open the conversation. However ensure that others also get time. You may also encourage those who have not spoken at all at the fag end of discussion, which will show your concern for them that is an unmistakable leadership trait.



**You have to demonstrate qualities needed. Merely possessing the quality is not enough. Do not ever think that it is for them to find out qualities in you. You have to demonstrate these to them and you should be ready to grab opportunities at right time.**

**Not Convinced yet. Please do visit to have a second look.**